



State of Rhode Island and Providence Plantations
DEPARTMENT OF BUSINESS REGULATION (DBR)
1511 Pontiac Avenue, Bldg. 68-2
Cranston, Rhode Island 02920

Division of
Design
Professionals

BOARD OF EXAMINERS OF
LANDSCAPE ARCHITECTS

MINUTES OF THE MEETING

DATE: 23 October 2013
PLACE: 1511 Pontiac Avenue, Building 69-2 Conference Room, Cranston, RI

MEMBERS PRESENT Chair Michael Dowhan, Vice-Chair Steven Pilz, Secretary Sara Bradford, and Members John Carter (Present from 2:19 p.m. to 4:23 p.m.) and Margaret E. Ryan

MEMBER ABSENT: None

OTHERS PRESENT: Jenna R. Algee, Esq., DBR Legal Counsel (Present 3:37 p.m. – 4:23 p.m.)
Mrs. Dawne Broadfield, Board Executive

(1) **CALL TO ORDER** - Chair Dowhan called the meeting to order at 2:10 p.m.

(2) **APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING(S)**

Vice-Chair Pilz move to accept the executive meeting minutes of the 28 August 2013 meeting with amendments. Secretary Bradford seconded. Motion passed, three (3) in favor, one (1) absent and one (1) abstained. Voting in favor were Vice-Chair Pilz, Secretary Bradford, and Member Ryan. Chair Dowhan abstained since he was not present at that meeting. Member Carter was absent from the vote.

Chair Dowhan moved to accept the open meeting minutes of the 25 September 2013 meeting. Secretary Bradford seconded. Motion passed, four (4) in favor and one (1) abstained. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz abstained since he was not present at that meeting.

Chair Dowhan moved to accept the executive meeting minutes of the 25 September 2013 meeting. Secretary Bradford seconded. Motion passed, four (4) in favor and one (1) abstained. Voting in favor were Chair Dowhan, Secretary Bradford, Members Carter and Ryan. Vice-Chair Pilz abstained since he was not present at that meeting.

(3) **APPLICATIONS**

LA Registration by Reciprocity (Pending RI State Supplemental Exam)

Anja Theresa Ryan

After review of the application, the applicant does not fully satisfy the experience requirement requiring a minimum of one (1) year experience under the direct supervision of a Landscape Architect. The Board is waiting for a response to its August 27, 2013 letter sent requesting further documentation from the applicant.

Chair Dowhan moved to move Anja Therese Ryan's application for registration by reciprocity from to pending and remove from the agenda. Vice-Chair Pilz seconded. Motion passed, five (5) in favor and zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

Stephen F. Derdarian

Vice-Chair Pilz moved based on discussion and the fact that Chair Dowhan was able to verify Derdarian's Massachusetts license #650 is current up until January 31, 2014 and that he has satisfied the L.A.R.E. examination, education and experience requirements that he be approved to take the State Supplemental Examination (SSE). Member Carter seconded. Motion passed, five (5) in favor and zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

LA Registration by Initial (RI State Supplemental Exam – Already Taken)

Nathan T. Socha

Secretary Bradford moved to approve *Nathan T. Socha* for initial registration. Vice-Chair Pilz seconded. Motion passed, five (5) in favor and zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

C.O.A.:

LA COA Applications to be reviewed

Wilfrid L. Gates, Jr. (Sole Proprietorship)

Member Carter moved to approve *Wilfrid L. Gates, Jr.* application for a Sole Proprietorship. Secretary Bradford seconded. Motion passed, five (5) in favor and zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

Stantec Planning and Landscape Architecture P.C. (Corporation)

Amended Certificate of Authorization (COA) was received to update the Officers, Directors and Shareholders. A courtesy e-mail will be sent notifying that this is not required.

(4) OLD BUSINESS

1. LAAB request to review proposed changes.

Vice-Chair Pilz will review further and focus on any recent correspondence on certificate or online programs relative to accreditation of standards.

2. a. General Advocacy Letter to the Cities and Towns

Chair Dowhan moved to accept the edits to the "Advocacy" letter on the October 23, 2013 edits to paragraphs one (1) and four (4) of the September 25, 2013 and adding the Chair's signature. After edits are made, the letter will be e-mailed to the City/Town Clerks and Planning Directors. Vice-Chair Pilz seconded. Motion passed, five (5) in favor and zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

Chair Dowhan amended the previous motion to change the subject line to "message regarding Landscape Architects." Vice-Chair Pilz seconded the amendment. Motion passed, five (5) in favor and zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

b. State Annual Building Officials Meeting – November 15, 2013

The Rhode Island Building Official's Association (RIBOA) 3rd Annual Expo and Education Fair is scheduled for Friday, November 15, 2013 at New England Tech. Member Carter reached out to William J. Nash, Jr., Building Official/Zoning Officer, Town of Warren, for the meeting format and plans on attending. Member Carter will put together a draft powerpoint presentation containing approximately ten (10) slides for review at the next meeting to summarize the statute pertaining to the definition of landscape architecture and the exemption as to what is allowed by law and include a sample of one of his actual plans.

3. CLARB's requirement for candidates to maintain a Council record in order to have exam results released to the state.

Vice-Chair Pilz will inquire with CLARB to inquire if there is a way that a person who has passed the L.A.R.E. can have their results transferred to the State for initial license without maintaining a Council Record.

4. Future Legislation

The Board questioned Attorney Algee if the Board was anticipating any future changes to the law in this legislative session. There are no changes for this legislative session. The Board may want to initiate changes for "housekeeping" in the future.

5. CLARB Committee on Nomination Election Ballot and Board of Directors Election Ballot

For the record, Vice-Chair Pilz submitted the original Committee on Nomination Election Ballot and Board of Directors Election Ballot to the Board that he sent to CLARB.

(5) NEW BUSINESS

1. Miscellaneous –

- 2. a. Meeting Schedule –** Will continue "as is," the fourth (4th) Wednesday of every month.
b. Next meeting – 23 October 2013

(6) CORRESPONDENCE

1. No correspondence at this time.

(7) EXECUTIVE SESSION

Because of the nature of the following items, Vice-Chair Pilz moved to convene into Executive Session at 3:57 p.m. pursuant to Rhode Island General Laws, §42-46-5(a) for sessions or work sessions pertaining to collective bargaining or litigation under §42-46-5(a)(2) for investigative proceedings regarding allegations of civil or criminal misconduct. Chair Dowhan seconded. Motion passed, five (5) in favor and zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

Vice-Chair Pilz moved to adjourn from Executive Session and to reconvene to an open meeting at 4:21 p.m. pursuant to RIGL §42-46-4 and record the votes taken as follows: continued A, and B. Chair Dowhan seconded. Motion passed, five (5) in favor and zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.

(8) **ADJOURNMENT**

Vice-Chair Pilz moved to adjourn the meeting at 4:23 p.m. Secretary Bradford seconded. Motion passed, five (5) in favor and zero (0) absent. Voting in favor were Chair Dowhan, Vice-Chair Pilz, Secretary Bradford, Members Carter and Ryan.